

PARKS AND RECREATION COMMISSION
OCTOBER 17, 2016

The regular monthly meeting of the Commission was convened at Town Hall at 7:00 p.m. with the following in attendance:

Robert Ferrigno (Presiding)
Kevin Bellows
Nancy Walsh

Richard Moore
Brian LeClerc

Also,
Stuart McCarthy, Director of Parks and Recreation
Dan Gagne, Recreation Program Manager
Steve Chapman, Chief Park Ranger

Guests,
Laurie Lewis, 23 Columbine Drive, TUSC Anthony Teixeira Memorial Scholarship Fund
Glenys Teixeira, 48 Mt. Pleasant Drive, TUSC Anthony Teixeira Memorial Scholarship Fund

PUBLIC COMMENTS:

Laurie Lewis on behalf of Trumbull United Soccer Club and the Teixeira Family to present a request from TUSC to host a Trumbull High School Soccer Alumni event to benefit the TUSC Anthony Teixeira Memorial Scholarship Fund on Friday, November 25, 2016, 10:00 a.m. to 2:00 pm. at Indian Ledge Park.

- All proceeds to benefit the scholarship which will be given annually to a deserving Trumbull resident graduating high school student... open to current co-ed THS Seniors and Trumbull High graduates.
- \$10 donation is required with registration. T-Shirt Jersey to wear on game day.
- There will be items for raffle, music, food (Merritt Canteen using warmers), refreshments. They have contacted the Board of Health on permit.
- As this is a fund-raising rain or shine event, in case of inclement weather, event to be cancelled with no refunds.

Questioned whether the lavatories can be opened for the event or they could arrange for port-a-johns. Director indicated the details on the facilities will be worked-out.

New Hires to Department:

Chairman introduced Steve Chapman, Chief Park Ranger; and, Dan Gagne, Recreation Program Manager, requesting they briefly review their backgrounds.

Chief Park Ranger Steve Chapman:

- Originally from Cape Cod Massachusetts.
- A certified police officer for 22 years in different capacities, ie.:
 - Town of Borne Police Dept. (and neighboring towns) Natural Resources Officer.
 - Town of Sandwich Animal Control and Natural Resources Officer.
 - Town of Barnstable Natural Resources Officer,
 - Cape Cod Community College and Mass. Maritime Academy Campus Police Sgt.
 - Cleveland, Ohio Deputy Dog Warden, became the Chief Protective Officer for animal cruelty.
 - Manway and Hiram Ohio Police Depts. and became the public safety officer for Hiram College.
 - Shellfish Constable, Conservation Agent, Fish and Game Warden, Trail and Forest Management.

Recreation Program Manager:

- Originally from Spencer, Massachusetts.
- Graduated from Quinnipiac University, Journalism.
- Graduate Assistant and Degree in Recreational Sports Management.
- Six years at Litchfield Community Center. Senior Center during the day, Recreational Programs after school hours. Managed calendar for the entire building...recreation programs, lectures, concerts, dances and sports.

Chairman noted interviews were extensive and brought candidates in from across the country. These were the best candidates for the jobs and will serve the community and the town in the best way possible.

MOTION by Mr. Moore, second by Mr. DeClerc and unanimously passed to close the meeting to Public Comments.

Upon request, the Director stated:

- We are hoping to have an opportunity to hire a new Office Manager for the Parks and Recreation Department in the next couple weeks for Customer Service in Rec. Office, Personnel Payroll, Purchasing Coordination for both the Parks Maintenance Division and the Recreation Department. The historic and current purchasing is largely performed by the DPW staff.
- Currently we have one full-time Ranger with Seasonal Part-time Rangers (under 1000 hours per year/19 hours per week).
- We will assess the skills of those involved, scheduling, review scope of services provided and most efficient way to handle the ranger staff.

MOTION by Mrs. Walsh, second by Dr. Bellows and passed (Mr. Moore, Mr. LeClerc abstained) to accept the Minutes of the September 12, 2016 meeting.

NEW BUSINESS:

- Request by Trumbull United Soccer Club to host a Trumbull High School Soccer Alumni event to benefit the TUSC Anthony Teixeira Memorial Scholarship Fund on Friday, November 25, 2016 at Indian Ledge Park.
- Request by Trumbull Republican Town Committee to host a Halloween Trunk or Treat event at Twin Brooks Park on Sunday, October 30, 2016.
 - Director noted this is a second year event. The Trumbull Republican Town Committee members park in the lot adjacent to the Twin Brooks Pavilion, decorate the trunks of their cars and hand out candy to all who show between 4-6 p.m. Event is confined to the parking area and should have no impact on park users. Park Rangers who are on duty will respond to that area.

ACTIONS:

MOTION by Mrs. Walsh, second by Dr. Bellows, unanimously passed to approve a request by that Trumbull United Soccer Club to host a Trumbull High School Soccer Alumni event to benefit the TUSC Anthony Teixeira Memorial Scholarship Fund on Friday, November 25, 2016, from 10:00 a.m. to 2:00 p.m. with set-up and break-down time at Indian Ledge Park.

MOTION by Mr. LeClerc, second by Richard Moore, unanimously passed to approve request by Trumbull Republican Town Committee to host a Halloween Trunk or Treat event at Twin Brooks Park on Sunday, October 30, 2016 from 4:00 to 6:00 p.m with set-up and break-down time.

LivFree Movie Night September 17, 2016 –In response to question by Mrs. Walsh, Director indicated they had a good turn-out. Families with young children. Vendors. Network of families on internet. Building Department contacted him after the event and informed him that inflatable- bouncers need to be inspected in open-to-the- public events which we will require for future events.

Twin Brooks Park: Mrs. Walsh noted that there was a film crew at Twin Brooks on Saturday. Director stated this was a small film with a permit. Rangers were made aware of their presence. They were instructed to be sensitive to reserving the public space. Spectators like to watch filming. Generates some revenue. Trees spectacular there right now.

Year-Round Parking Permit: Chairman noted for the new Ranger that we do have a year-round parking permit system for use of parks.

Director reviewed:

Summer Program Review. He noted that our new Program Director assisted with preparing the review.

- Pleased with programs, relatively good attendance, came up with some good feed back on making improvements to the programs.
- Fee increase across the board had little to no impact on enrollment in most of the larger camp programs.
- Provided the same Sports Programs as previously.
 - Tennis instruction numbers were down significantly. Might have been that there are options in the area for people to who are serious tennis players to utilize. This is one of the programs we are looking at for some changes.
- From a financial standpoint well on target with the exception of the sports programs.
 - Sports Camps subsidized to a greater degree than planned. Looking at camps being provided for a consecutive period of time with dedicated staff to a particular sport.
 - Playground Camps currently on a drop-in basis and planned to be subsidized. The problem comes with planning attendance on any given day. We are a reasonably priced day-care for working parents. Staffing schedules and enrollment need to be matched in the future.
- Field Trips were largely successful...need for full buses and keeping an eye on registrations
- Swim instruction program scheduling. In past, instructing planned during public swim time at both pools with some at 5:00 p.m. One option being considered is to plan for the bulk of lessons taking place at Tashua Pool in the mornings when attendance at that pool is not particularly high with dedicated teaching staff (all look just like life guards and in-between swim lessons the perception is that there are too many life guards on duty). Late afternoon swim lessons, 5:00 p.m., are very popular and that time-frame will be maintained.
- Staffing, scheduling and cost of programs will be reviewed for recommendation prior to next season.
- Summer Concert – Program Director will manage Sponsorships and Mallett Trust.

Currently working on Golf Course Budget and then Parks and Recreation.

Park Assignments:

Richard Moore: Nichols Park historic bank barn looking very good. Siding is on.

Director Commented on questions:

Issued a PO for the Playground at Indian Ledge. Superintendent's Staff are going to handle:

- Drainage and Site Work
- Demolition portion of the project (begin potentially the end of this week)
- Improve the Handicap Access down to the playground.
- Will save some components of the equipment because it matches that at Twin Brooks Park.
- Construction this fall; if not, by early spring.
- Will have an update on forecast by November meeting.

Sprinkler Park at Beach Pool.

Replaced all of the main lines. Did pressure testing yesterday.

Concrete between the restrooms and the concession stand will be extended out toward the playground for a more positive drainage and more seating.

New concessionaire worked out great. Food good, reasonably priced. Next year plan to do some promotions to indicate pool areas are a family destination. Superintendent accomplished some lighting improvements to Beach Pool stand to make it a little more welcoming.

Unity Babe Ruth Irrigation. We will keep water on a little while longer.

Hedgehog Circle and Old Dike Road encroachments. Engineering marked lines. We will be contacting the homeowners in the next couple days. Both parties clearly encroaching. Old Dike is a driveway and improvements and we are likely to have the Town Attorney make that contact.

Kenneth S. Halaby Nature Preserve. As the Town has accepted the transfer of the Trumbull Land Trust Properties, Kenneth Halaby, former First Selectman who was instrumental in forming the Trumbull Land Trust has arranged a Ribbon Cutting this Friday, October 21, at 4:00 p.m. to dedicate the Kenneth S. Halaby Nature Preserve at the end of Red Fox Lane with the installation of a beautiful park bench for that location. He has personally invited each of our Park Commissioners to attend.

MOTION to adjourn at 7:50 p.m. by Mr. Moore, second by Dr. Bellows, unanimously passed.

Respectfully submitted:

Joan E. Plouffe
Clerical Adm. Asst.

**PARKS AND RECREATION COMMISSION
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MOTIONS**

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